**How to Set Up VHL CENTRAL** =================================================================================

**SETTING UP YOUR ACCOUNT**

**Returning Students**

If you have an existing account for any Vista Higher Learning textbook, complete these steps:

* Go to [**vhlcentral.com**](http://www.vhlcentral.com/)
* Log in using your existing account information.

Enroll in the course by clicking the "Enroll in a course" link. Then complete "Step 4 - Select a Course/Class" below.

**New Students**

If you are **new**to Vista Higher Learning, complete these steps:

**Step 1 - Go to**[**vhlcentral.com**](http://www.vhlcentral.com/register)

**Step 2 - Create an Account**

* Click the [**Create an account »**](https://www.vhlcentral.com/register) link
* In the "Login Information" section of the account creation page, enter a username of your choice.
* Enter the email address you would like to associate with your account.
* Enter and confirm a password of your choice.
* In the "Personal Profile" section, enter your first and last name as you wish them to appear in your Instructor's roster.
* Select the year of your birth from the drop down list.
* Enter a student ID (optional).
* In the "Security Information" section, provide the answer to a secret question, which may later be used to help you access your account if you forget your password.
* After you enter all of the information, click "create an account."
* Click "agree." (Before your account is created, you must agree to the terms and conditions of use policy.)

**Step 3 - Select a School**

* Locate your school by typing your school’s name, Kennesaw Mountain High School. To narrow the search results, add the city and state, Kennesaw, GA , (include the country, if outside of the USA.) in which your school is located.
* Click "find." If the terms you entered did not result in a successful search, follow the on-screen tips to revise your search.
* Select your school from the list by clicking on its name.
* Click "select school" to add the school to your account.
* Look for a message at the top of the screen confirming you successfully added the school.

**Step 4 - Select a Course/Class**

* From the list of available classes at your school for your textbook, look for Instructor "Cepero" and the **course "Spanish I or II (your BLOCK #) Fall/SPRING 2020"** taught between . It should look like this:

|  |  |  |
| --- | --- | --- |
|  Cepero, Laura | CEPERO, FALL/SPRING BLOCK 1, 3, 4  | Spanish 1SPANISH 2More Information |

* Click the radio button for the course section "Spanish 1." If more than one class is listed for your instructor, click the information icons in the class listings until you locate the section.
* Click **Save**. You should see a confirmation that you successfully enrolled in your instructor's course.